



Community Development Department
Building Safety Division

190 N. Litchfield Rd.
Goodyear, Arizona 85338
(623) 932-3004 Fax (623) 932-3027

**APPLICATION PROCEDURE FOR COMMERCIAL
and INDUSTRIAL BUILDINGS**
(For New Structures and Additions and Alterations to Existing Structures)

The following information is required when applying for a Building Permit:

1. Fully completed Building Permit Application and Plan Review Worksheet.

- Please ***legibly*** fill in all appropriate spaces. Be ***specific*** under "description of work". Contact the Building Safety Division if you have any questions.
- City Sales Tax Number. Contact the Finance Department at (623) 932-3015.
- Assessor's Parcel Number. Required PRIOR to applying for a permit.
- At time of application, submit a check for Plan Review and Fire Code Review. (See Plan Review Worksheet for amounts. One check for both is O.K.)
- **Be sure to sign at the bottom of the application.**
- **IMPORTANT!!** Please note: **Incomplete Application and plan submittals cannot be accepted for review.**

2. SITE PLANS (To be attached to Building Plans)

- Three sets of City "Approved" site plans to scale (24"x 36" minimum, with the City Planning Division's "Approved" stamp), showing all setbacks, parking layout, existing and proposed structures, lot and building dimensions, easements, storage tanks (above and below ground, if any), signs, lighting layouts, fire hydrants, adjacent street names and North arrow. (Please note that signs, storage tanks, some retaining walls, etc. will require separate permits.)

3. BUILDING PLANS and SPECIFICATIONS

- **NOTE: Incomplete plans will be returned for additional data and considered a first review for permit charges.**
- Three sets of complete building plans to scale to include:
- Cover sheet listing drawing contents and page numbers. Also indicate code data such as special inspections, deferred submittals, square footage, use groups, construction type, codes used, occupancy and exiting calculations for each area inside the building. (See last page of this handout.)

- Arizona Architect or Engineer stamp, signature with date.
- Complete architectural, structural, electrical, plumbing and HVAC plans. Label all fire-rated walls and include the UL or USG design number(s).
- Complete and detailed schematics of any hazardous or nonhazardous process. (Contact Fire Department to determine if MSDS sheets may be required.)
- Submit Hazardous Materials Management Plan for any hazardous materials.
- Location, amounts and descriptions of any hazardous or flammable materials. (A detailed analysis may be required by the Chief Building Official and Fire Chief.)
- Design criteria for fire suppression system.
- One set of construction specifications.
- One set of structural calculations including floor/roof trusses.
- One set of soils reports.
- Indicate location of Fire Department Key Boxes.
- Submit Hazardous Materials Inventory Disclosure and a Hazardous Materials Management Plan for any hazardous materials.

4. CIVIL ENGINEERING PLANS (Refer to the City's Engineering Design Guidelines and separate Engineering Information Handout)

- Contact the Engineering Division at (623) 882-7979 for further information.

5. FIRE DEPARTMENT INFORMATION

- **NOTICE: Effective immediately**, Fire Protection System plans shall include a complete submittal for the project. For plan review purposes, plans shall be submitted including all calculations, specification data and the manufacturer's material, device, and equipment information.
- **SPRINKLER PERMIT** : Three sets of Arizona engineer-stamped fire suppression construction drawings, and **one additional set of building plans**. These plans may be submitted simultaneously but must be under a separate permit application. Or fire protection plans (along with one additional set of building plans) may be submitted at a later date while the building plans are in plan review. Please keep them separate and do not attach them to the building plans. An additional permit application along with appropriate plan review fees will also be required at that time. Verify that these are the shop drawings and not conceptual plans. **Please note a building permit can not be issued until proper and COMPLETE fire protection plans have been submitted.**
- **ALARM PERMIT** : Three sets of Arizona engineer-stamped fire alarm construction drawings, and **one additional set of building plans**. These plans may be submitted simultaneously but must be under a separate application. Or fire protection plans (along with one additional set of building plans) may be submitted at a later date while the building plans are in plan review. Please keep them separate and do not attach them to the building plans. An additional permit application along with appropriate plan review fees will also be required at that time. Verify that these are the shop drawings and not conceptual plans. **Please note a building permit can not be issued until proper fire protection plans have been submitted.**
- Sprinkler systems shall be electrically monitored where the number of sprinklers is 20 or more in Group 1, division 1.1 or 1.2 occupancies and 100 or more in all occupancies. Required fire alarm and monitoring systems shall comply with ADA and ANSI 117.1 and the Fire Code for indicating device placement for occupant notification (audible/visual).
- Contact the Goodyear Fire Department at 623-536-7531 for further information.

- Incomplete plans will be returned for additional data and considered a first review for permit charges.

6. TENANT IMPROVEMENTS and REMODELING

- Refer to appropriate information in items 1, 3, 5 and 6.
- No soils report is required.
- For *extremely* minor alterations, such as one or two small non-bearing walls, structural calculations, construction specifications and an architect's seal *may* not be required.
- A Reflected Ceiling Plan showing exact location of existing sprinkler heads may be required. If new sprinkler heads will be added, also show their exact locations (with dimensions) and pipe sizes. Contact Fire Department to determine if separate sprinkler plans will be required.
- It is important that new work be specified clearly on the plans. New walls must be shown with solid or very dark lines, existing walls with hollow or light lines, and removed walls with dashed lines. Also show what each wall is constructed of. Indicate new and existing interior and exterior doors as well as which way they swing. Label all new electrical such as outlets, lights, exit signs, etc. Existing exit signs and battery operated emergency lights must also be shown.

7. ADDITIONS TO EXISTING STRUCTURES

- Refer to items 1, 2, 3 and 6. For major additions, items 4 and 5 may also apply.
- It is important that a good portion of the existing building be shown on the plans so that it can be determined how the addition relates to the existing structure. Be sure to include and label information such as existing and new exit signs, emergency lighting, fire rated walls and doors, size, swing and location of exit doors, bathrooms, fire sprinkler/alarm system, use of existing space (e.g. storage, office, retail, etc.), and construction type (e.g. frame or masonry exterior walls, wood or steel roof system, etc.).

8. ADDITIONAL INFORMATION

- Contact any appropriate federal, state, county or local authorities such as:
 - ◊ Maricopa County Health Department 602-506-6980 (For buildings that will serve or process food)
 - ◊ Arizona Public Service Company (Electric) 602-371-7171
 - ◊ Southwest Gas Corporation 602-861-1999
 - ◊ Qwest Communications 1-800-603-6000
- **As each construction project is unique, additional information may be required after review of submitted documents.**
- **The Building Permit process cannot begin until all required information is submitted.**
- Contact the Building Safety Division at 623-932-3004 if you have any further questions.
- Depending on the complexity of the plans, please allow a minimum of 15 business days for the first review.
- If a second review is required, the plans will be returned to you for revision and resubmittal. Review times may vary depending on the extent of comments.
- If a third review is required, additional fees will be assessed.

THE FOLLOWING CODES WILL BE IN EFFECT JULY 1, 2003:

2003 International Building Code*
2003 International Residential Code*
2003 International Fire Code *
2003 International Mechanical Code*
2002 National Electrical Code*
1994 Uniform Plumbing Code**

*Also contains local amendments which are available from the Goodyear Building Safety website at: www.goodyearaz.gov

**Also contains State of Arizona amendments which also can be viewed at the Arizona Secretary of State web site: www.sosaz.com/public_services/Title_04/4-48.htm

All code books (without the amendments) may be purchased from the International Code Council (ICC) Order Department at 800-786-4452 or go to www.iccsafe.org

The City of Goodyear has a Web page with other permit documents, which can be accessed at: www.goodyearaz.gov

EXAMPLE OF CODE DATA ANALYSIS

(To be provided on front page of drawings.)

CODE DATA

Codes used: 2003 IBC, 2003 UFC, 2003 IMC, 1994 UPC, 2002 NEC

Occupancy: B (OFFICE), S2 (WAREHOUSE)

Construction Type: II-B

Area (Actual): OFFICE-12,000, WAREHOUSE-60,000

Area (Permitted): Insert area increase calculations here.

Occupancy Load: OFFICE-12000 ÷ 100 = 120

WAREHOUSE-60000 ÷ 500 = 120

TOTAL: 240 OCCUPANTS

Exits: OFFICE-2 @ 36" (Req'd.) 3 provided

WAREHOUSE-2 @ 36" (Req'd.) 4 provided

Sprinkler System: Insert appropriate NFPA information such as standards used and other required specifications.

Additional Codes Used: (MARICOPA COUNTY HEALTH CODES, ADA CODES, NFPA STANDARDS, ETC.)

Deferred Submittals: _____

Special Inspections Required: _____